

**OFFICE OF CRIMINAL JUSTICE PLANNING
CHILD TRAUMA REDUCTION PROGRAM**

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ GRANT AWARD FACE SHEET (*General Instructions*)
- ☐ PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)
- ☐ PROJECT NARRATIVE (*Programmatic Instructions*)
 - ☐ Problem Statement: (Limit four (4) single-spaced pages)
 - ☐ Plan: A. Plan (Limit four (4) single-spaced pages)
B. Mandated objectives : (Limit four (4) pages)
 - ☐ Implementation (Limit four (4) single-spaced pages)
- ☐ PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - ☐ Budget Narrative
 - ☐ Budget Forms - OCJP A303a, A303b, A303c
- ☐ PROPOSAL APPENDIX (Programmatic Instructions)
 - ☐ Proposal Checklist and Required Sequence Form with designated Match Category and Prior Funding Status checked
 - ☐ Organizational Chart
 - ☐ CTR Program Staffing Form
 - ☐ CTR Program Coordination of Services Form
 - ☐ Letters of Reference
 - ☐ Job Duty Statements

Applicants must apply in each of the categories indicated below. Mark only one box next to the applicant category in which you are applying. Include this form in the proposal Appendix.

MATCH CATEGORY

| | |
|---|-----------|
| <input type="checkbox"/> NEW PROGRAM | 35% MATCH |
| <input type="checkbox"/> EXISTING PROGRAM | 20% MATCH |
| <input type="checkbox"/> INDIAN PROGRAM | 5% MATCH |

PRIOR FUNDING STATUS

| |
|---|
| <input type="checkbox"/> NEVER PREVIOUSLY FUNDED BY OCJP |
| <input type="checkbox"/> PREVIOUSLY FUNDED BY OCJP |

OFFICE OF CRIMINAL JUSTICE PLANNING
CHILD TRAUMA REDUCTION PROGRAM
PROGRAMMATIC INSTRUCTIONS

A. PROPOSAL DUE DATE

THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: Thursday, September 25, 1997

TIME: No later than 5:00 p.m.

B. CONTACT INFORMATION

These Programmatic Instructions are to be used in conjunction with Part 2, General Instructions For All Applicants, section of this Request for Proposal (RFP). If there are any questions regarding this RFP, please contact the Violence Against Children and Domestic Violence Branch at (916) 323-7449.

C. ELIGIBILITY CRITERIA

Agencies within California which serve residents of the state are eligible to receive funding under this program. Additionally, in order to receive funding under this program the applicant must be a new or existing program that provides effective services to child victims of crime, and be:

- a local unit of government;
- a private, non-profit organization; or
- a Native American Tribe/Organization located in California.

In addition to the above eligibility criteria, the Office of Criminal Justice Planning (OCJP) is interested in funding applicants which have never previously received funds from OCJP. This effort increases opportunities for new agencies attempting to secure government funding to serve children, and may extend services to locations previously under-funded.

To meet this goal, up to five (5) new applicants will be selected for funding under the Child Trauma Reduction (CRT) Program which have never been funded previously by OCJP.

On the Proposal Checklist and Required Sequence form preceding this page, the applicant must check the box which applies under the Prior Funding Status checklist, indicating whether or not it has ever been funded by OCJP, regardless of program or funding source (federal or state funds). The applicant must check the box which applies: either “never previously funded” or “previously funded.” This criteria applies to the applicant agency rather than the specific department or section of the applicant agency. Even if an applicant is applying from another department or section of a large agency, such as a university, hospital or government setting, this shall not qualify as “never previously funded.”

D. FUNDING CYCLE AND DURATION

Funds for the CTR Program are provided through the Federal Victims of Crime Act (VOCA). OCPJ anticipates the total amount available will be \$1,044,050 annually, to fund at least ten (10) projects under the CTR Program at a maximum grant award level of \$104,405. The funding cycle for this program is for a three year cycle, beginning October 1, 1997 and ending September 30, 2000. Each grant award period will be for twelve (12) months.

Agencies responding to this application must budget funds for twelve (12) months. The first year grant period will begin on November 1, 1997 and end on October 31, 1998. An application for continuation funding must be submitted for the second and third year of funding. Continuation funding will be contingent upon satisfactory performance and subject to the availability of funds.

E. PROGRAM INFORMATION

VOCA funding has specific guidelines which must be followed in order for states to receive funding and implement programs at the state level. The following section provides information relative to VOCA specific funding criteria which applies to any project funded through VOCA funding.

The specific information contained in this section supersedes Part 2, General Instructions For All Applicants section of this RFP, unless otherwise specified.

1. Program Match

VOCA requires a match of cash and/or in-kind contribution derived by resources other than federal funds. Refer to Part 2, General Instructions For All Applicants, section of this RFP for specific detail on the definitions of cash and/or in-kind match. Calculate match based on the "total project cost" method of calculation.

All funds designated as match must be expended within the grant period. Matching funds are subject to the same restrictions placed upon all VOCA funds in relation to allowable expenditures. The percentage of match depends upon the application category. Applicants may apply under one of the following three categories:

a. Indian Projects: Match Required: Five Percent (5%)

A Native American tribe/organization is described as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

b. Existing Projects (Non-Indian): Match Required: Twenty Percent (20%)

All non-Indian existing child abuse projects which have been in operation for at least one year are subject to a 20% match. Existing projects must have a record of providing quality, cost-effective treatment services to child victims of crime. Existing projects must also show that the match amount is derived from non-federal

sources.

c. New Projects (Non-Indian): Match Required: 35%

A new project is a proposed child treatment project, or one that has been in existence for less than one year. New projects must show that the match amount is derived from non-federal sources.

2. Scope of the CTR Program

The CTR Program is intended to increase services for many types of child abuse and victimization which traumatize children and tend to remain less recognized or underserved in the scope of other child abuse treatment programs. Services may be provided to child and adolescent victims of abuse and violence under the age of eighteen (18), and their appropriate family members.

Projects funded under the CTR Program may be agency or school based and must offer individual, conjoint, family, or group counseling. Combining these services is preferred.

Projects funded under the CTR Program must address forms of trauma resulting from child abuse and victimization due to the circumstances identified below. While many types of abuse and victimization are identified in this list, an applicant is not expected to provide services in all categories. Rather, selecting a specific issue or range of related issues to focus treatment efforts upon is recommended.

The CTR Program will fund projects which provide treatment services to children for the following traumatic experiences:

- parental substance abuse and lifestyle;
- parental involvement and lifestyle exposing children to drug activities that endanger them, such as home-based clandestine methamphetamine labs;
- child abduction by a stranger, family member, or acquaintance;
- violence in their family, neighborhood, school or community.

Urban child protective service agencies nationwide estimate that drugs or alcohol is present in 24 - 90 percent of their cases. Evidently, children whose parents abuse drugs are at risk for child abuse, beginning with prenatal exposure to drugs and alcohol. Studies have shown prenatal drug exposure influences children's development by increasing the risk for intrauterine infections; affecting intrauterine growth; causing premature births; and requiring prolonged hospitalization and thus, separation from primary caregivers at a time when bonding normally occurs. Following birth, these children also pose developmental risks with behavior, affect, and language. Neurobehavioral disturbance may present as increased irritability and excessive crying which may heighten caretaker stress levels. If the parent is abusing certain drugs which trigger violent behavior, the child is especially vulnerable to physical abuse. Findings also indicate that children from substance abusing families are more likely to move between multiple homes and caregivers, whether they be family members or foster family placements.

In the case of parental involvement in drug labs, children are at risk because of the physical dangers of chemical exposure and inhalation. Methods of storing and hiding the drugs can be unsafe, such as in soda cans, leading to easy child access and accidental ingestion. Yet another hazard for children is the possible explosions in the home that may occur while using the chemicals needed to manufacture drugs such as methamphetamine. In fact, figures indicate that one out of every six labs found was discovered because of an explosion. Although the California Bureau of Narcotic Enforcement has a policy that requires children found during methamphetamine drug raids to be turned over to child welfare officials, children are often overlooked or counties cannot afford to provide services by an already overburdened system.

Cases of abduction in all forms are increasing, while the fact that child abduction is a form of child abuse is either still a little known concept or has gained slow acceptance. When occurring within a family setting, an abduction is often overlooked as first responders and treatment agencies focus on issues such as domestic violence or marital discord. The psychological consequences of child abduction have far ranging affects. Not only is the child victim impacted, but also the child's parent(s) siblings, extended family, peers, and school constellation.

Finally, children are increasingly exposed to violence not only within their family (e.g. domestic violence) but their neighborhood, school and community (e.g. gangs, hate crimes etc.) is increasing at an alarming rate. Children also witness violence on a continuum through the media (e.g. television, books, movies). Children are traumatized by the daily absorption of violence both subconsciously and consciously. Children who are constantly exposed to violence may experience increased levels of desensitization or dissociation. Children may have no constructive way of managing the violent images and experiences that they witness. Even more frightening is the actual witnessing of a serious injury or death of a family member, friend, or acquaintance, as a result of violence. And, as a result of abuse and/or violence, the potential exists for a child to experience numerous consequences. A child may be required to testify against someone they have feelings for, thus exacerbating the dilemma. A child may also be removed from the home by child welfare officials. Any of these consequences may have life altering effects. However, limited resources exist to adequately address the unique needs of these children who may experience symptoms of post traumatic stress disorder as well as anxiety and/or depression, as a result of the loss of a significant person in their lives. To complicate matters, multiple losses, combined with a potential past of suffering or witnessing serial abuse and/or violence, can produce severe trauma and long-term debilitating effects upon a child due to unresolved loss and resulting grief.

3. Services, Activities and Costs Allowable Under VOCA Funding

VOCA regulations contain strict criteria for the types of services offered by funded projects. Stipulations regarding allowable and non-allowable expenditures also exist. The federal law and regulations which mandate the VOCA Program stipulate that funds be used strictly for direct services to crime victims. Under VOCA, the term "crime victims" refers to children who are victims of child abuse.

The following is a list of allowable services, activities and costs under VOCA funding:

a. Immediate Health and Safety Services: Such services include those which

respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food; clothing, transportation, and shelter; and other emergency services that are intended to restore the victim's sense of dignity and self esteem. This includes services which offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Additional services may include emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim.

- b. Mental Health Assistance:** This includes services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. Assistance with Participation in Criminal Justice Proceedings:** In addition to the cost of Emergency Legal Services noted above in the Immediate Health and Safety section, there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and restitution advocacy and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces.
- d. Forensic Examinations:** For sexual abuse victims, forensic exams are allowable costs only to the extent that other funding sources (such as state Victim/Witness compensation or private insurance or public benefits) are unavailable or insufficient.
- e. Costs Necessary and Essential to Providing Direct Services:** Such costs may include pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. Special Services:** Allowable services include assisting crime victims to manage practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for state Victim/Witness compensation benefits; and helping to apply for public assistance.
- g. Personnel Costs:** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, the cost of advertising to recruit VOCA funded personnel, and the cost of training paid and volunteer staff are allowable.

h. Restorative Justice: Opportunities for crime victims to meet with perpetrators, if such meetings are requested by the victim and have therapeutic value to crime victims are allowable. Projects that offer this type of service must closely review the criteria for conducting these meetings. At a minimum, the following should be considered:

- the safety and security of the victim;
- the benefit or therapeutic value to the victim;
- the potential for renewed victimization and trauma that may occur through such a meeting;
- the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting;
- the provision of appropriate support and accompaniment for the victim;
- appropriate “debriefing” opportunities for the victim after the meeting or panel;
- the credentials of the facilitators; and
- the opportunity for a crime victim to withdraw from the process at any time.

4. Services, Activities and Costs Requiring Special Approval Under VOCA Funding

The following services, activities, and costs are generally not considered direct crime victim services, but are often necessary to assure that high quality direct services are provided. Before VOCA funds can be used to support these costs, OCJP must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

a. Skill Training for Staff: VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so they are able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA funded agency, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals who do not provide direct services.

b. Training Materials: VOCA funds can be used to purchase materials such as books, organizations can attend training manuals, and videos for direct service providers within the project, and can support the costs of a trainer for in-service staff development. Staff from other in-service training activities that are held for project staff.

c. Training Related Travel: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Projects must first seek available training within their immediate area; however, when needed training is unavailable within the immediate area, projects

may use VOCA funds to support training outside of the local area. For example, projects may benefit by attending national conferences that offer skill building training workshops for victim assistance providers.

- d. Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, VOCA funds can support a prorated share of such an item. In addition, projects cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include pagers, typewriters and word processors, video-tape camera and monitor for interviewing children, two way mirrors, and equipment and furniture for shelters, work spaces, client waiting rooms, and children's play areas. The cost of furniture or equipment that makes victim services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable.
- e. Purchasing or Leasing Vehicles:** Projects may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. Prior approval from OCJP is required for all such purchases.
- f. Advanced Technologies:** Computers may increase a project's ability to reach and serve crime victims. In making such expenditures, projects must describe to OCJP how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the agency's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payment.

Projects that receive authorization from OCJP to purchase equipment with VOCA funds must establish policies and procedures on the acquisition and distribution of the equipment, in the event the project no longer receives a VOCA grant. At a minimum, property records must be maintained with the following:

- a description of the property;
 - a state serial number tag;
 - the acquisition date;
 - the cost and the percentage of VOCA funds supporting the purchase;
 - the location, use, and condition of the property; and
 - any disposition data, including the date of disposal and sale price.
- g. Contracts for Professional Services:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for agencies to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency

custody/visitation rights; a forensic exam on a sexual assault victim, to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign interpretation for the hearing impaired. However, projects are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

- h. Operating Costs:** Examples of allowable operating costs include costs of supplies, equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete required time and attendance records and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- i. Supervision of Direct Service Providers:** Projects may use VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, projects may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- j. Repair and/or Replacement of Essential Items:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Each request for expending VOCA funds for such purposes must ensure the following:
 - the building is owned by the agency and not rented or leased;
 - all other sources of funding have been exhausted;
 - there is no available option for providing the service in another location;
 - the cost of the repair or replacement is reasonable, considering the value of the building; and
 - the cost of the repair or replacement is pro-rated among all sources of income.
- k. Public Presentations:** Presentations made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services may be offered through VOCA funding. Activities and costs related to presentations, including handout materials, brochures, and newspaper notices can be supported by VOCA funds.

5. Services, Activities and Costs Which Are Not Allowed Under VOCA Funding

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds:

- a. Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.

- b. Perpetrator Rehabilitation and Counseling:** Projects cannot use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. Need Assessments, Surveys, Evaluations, Studies:** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and expert testimony at a trial. In addition, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. Fundraising activities:** VOCA funds cannot be used for fundraising activities.
- f. Indirect Organizational Costs:** The costs of liability insurance on buildings and vehicles, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, rent and construction cannot be supported with VOCA funds.
- g. Property Loss:** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- h. Medical Costs:** VOCA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims, when other funds are not available for this purpose.
- i. Relocation Expenses:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- j. Administrative Staff Expenses:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals may not be paid with VOCA funds unless these expenses are incurred while providing direct services to crime victims.
- k. Development of Protocols, Interagency Agreements, and Other Working Agreement:** These activities benefit crime victims, but they are considered examples of the types of activities that agencies undertake as part of their role as a victim services organization, and cannot be charged to VOCA funding.
- l. Costs of Sending Individual Crime Victims to Conferences:** VOCA funds

cannot be used to send crime victims to conferences.

- m. Activities Exclusively Related to Crime Prevention:** VOCA funds cannot be used for activities that focus exclusively on the prevention of crimes.

6. Provision of Services

All services must be provided directly to child crime victims and appropriate family members at no charge. Since funding will be provided to offer service free of charge, Victim/Witness compensation claims cannot be filed for services provided by the project. Projects are required, however, to help victims and their family members apply for victim compensation for appropriate, non-project related services.

7. Cultural Diversity

Services must be culturally diverse and reflect the applicant's service area. Staff, volunteers, Board of Directors and/or advisory committee membership should reflect the demographic characteristics of the service area. Due to this requirement for cultural diversity, arrangements must be made for bilingual services to non-English speaking victims. Project staff should also possess cross-cultural competency.

8. Record of Effective Services

Applicants must demonstrate a record of providing effective services to victims of crime. To this end, applicants must submit two letters of reference, with at least one letter coming from a private or government funding source which monitors fiscal and program compliance and currently funds the applicant agency. The other letter may be from a collaborating agency within the service area. The letters will become part of the application Appendix.

9. Record Keeping

Projects will be required to maintain specific information on victim demographics. OCJP or a federal representative must be granted access when asked to review demographic information. This information will be provided through progress reports due to OCJP twice a year.

10. Use of Qualified Staff and Volunteers

Project staff must have specific qualifications to provide services to children and their families. Qualified staff must, at a minimum be:

- A licensed psychiatrist; clinical psychologist; social worker; or marriage, family and child counselor or art therapist.
- License-eligible in one of the fields listed above and are post-masters level and are seeking qualifying hours for licensure.

In addition to the above, staff must:

- Complete a formal job application, interview successfully and provide three

references which are fully verified and checked for credibility.

- Complete a criminal record check, including fingerprinting, through the California Department of Justice.
- Have a valid California driver's license, complete a California Department of Motor Vehicle driving record check, and show proof of liability insurance.

Volunteers must have specific qualifications to provide services to children and their families. Volunteers must receive direct supervision and:

- Complete a formal application for volunteering, interview successfully and provide three references which are fully verified and checked for credibility.
- Complete a criminal record check, including fingerprinting, through the California Department of Justice.
- Have a valid California driver's license, complete a California Department of Motor Vehicle driving record check, and show proof of liability insurance.

It is recognized that pre-licensed clinical staff are often utilized in volunteer positions.

11. Skill Training For Staff and Volunteers

Staff and volunteers providing services to child victims and their family members must complete at least 40 hours of training. Training must include, but is not limited to: crisis intervention, assessment and treatment issues related to neglect, abuse and domestic violence, assessment of substance abuse and family dynamics, issues related to child abduction, cultural awareness and sensitivity related to special need populations and ethnic minorities and the child abuse reporting law and procedures. Prior to any contact with victims, any project staff or volunteer must have received the 40 hours of training, complete a criminal record check and fingerprinting, driver's license and driving record check and provide proof of liability insurance.

12. Documentation of Nonprofit Status

Community Based Organizations (CBOs) applying for funding must be an active California nonprofit corporation in good standing. Documentation of nonprofit status must be submitted once a notification of funding is received. Do not submit the documentation of nonprofit status with the proposal.

F. PROJECT NARRATIVE INSTRUCTIONS

This portion of the Programmatic Instructions contains the directions for completion of the proposal which will be read and rated competitively under the RFP process. A rating sheet is enclosed as part of this package, and identifies the rating factors.

The proposal should be submitted on plain white paper (8 1/2 x 11 inches), unless it is otherwise specified to use specific forms. Twelve (12) pitch type should be used with single-spacing. Each page should have a minimum of three-quarter (3/4) inch margins.

1. Problem Statement (Limit four (4) single-spaced pages)

This section addresses the problem of child abuse in the applicant's service area, and the need for additional services for children. The following list outlines the items which must be addressed in the Problem Statement. This information must be provided in narrative form and limited to the page number stated above.

Provide a community profile of the service area which addresses the following points:

- the geographic size and location;
- the population size;
- the prevailing socio-economic conditions;
- the ethnic diversity and languages spoken;
- the specific issue or range of issues the project will focus treatment efforts upon: parental substance abuse and life style; parental clandestine methamphetamine drug lab life style and exposure; child abduction; violence in the family, neighborhood, school or community;
- the prevalence of children's trauma due to child abuse and violence in the service area, because of the specific issue or range of issues for which treatment will be offered.

2. Plan

This section addresses the plan to reduce children's trauma and the objectives which will be implemented to achieve this goal. The following two sections (Plan Statement and Mandated Objectives and Activities) identify what must be addressed in the Plan. This information must be provided in the form specified under each section and limited to the page number identified for each section.

a. Plan Statement: (Limit four (4) single-spaced pages)

Provide a Plan which addresses the following points:

- the provision of services, (including identifying clients, performing intake and biopsychosocial-cultural assessments and psychological evaluations) in a comprehensive approach to serving clients;
- the treatment planning and modalities, frequency of services, termination process and follow-up services in response to client needs;
- the actual role and duties of project staff, in responding to clients;
- how project staff and volunteers will be supervised to ensure quality services;
- how the training for project staff and volunteers will meet the VOCA funding requirements; and

- additional training project staff and volunteers will receive to increase expertise in working with children.

b. Mandated Objectives and Activities (Limit four (4) single-spaced pages)

Objectives and activities should be based on the first year of project operation and provide estimated levels of service which will adequately address the issues and needs identified in the narrative Problem Statement and Plan. The objectives and activities should be realistic and achievable within the first year. Each objective should clearly identify:

- how many clients will be served;
- the staff who will be responsible for achievement of the objective;
- activities that will assure objective achievement; and
- the source documentation that will be collected and maintained to measure results and demonstrate proof of successful objective achievement.

Source documentation used to collect and report data may include client contact sheets, telephone logs, intake sheets, psycho-social assessment and treatment plans, progress notes, termination sheets, psychological evaluation tests and reports, client files, and other related documents.

For each objective, state the objective in quantifiable terms, as indicated in the sentences with blank spaces below. Then provide a narrative description of the activities that will achieve the objective.

Objective 1: Provide Treatment Services

The estimated number of children who will receive treatment services is: _____.

In-person treatment to child victims and their families must be offered. Treatment modalities should include individual, conjoint, family and group counseling or a combination of these modalities.

Objective 2: Provide Criminal Justice Advocacy and Support

The estimated number of children who will receive advocacy and support services is: _____.

Assistance must be offered to child victims and family members who seek Victim/Witness compensation. Assistance may include identifying and notifying potential recipients of the availability of Victim/Witness Compensation and assisting them with application forms, procedures and follow-up on claim status.

Objective 3: Provide Court Related Services

The estimated number of children who will receive court related services is: _____.

Projects are required to provide court related services through the following means: assisting child victims by providing transportation to court, filing child abuse petitions, temporary restraining orders, explaining and rehearsing court procedures and accompanying the victim to court during a trial, assisting with the completion of victim compensation claims.

Objective 4: Use Volunteers To Implement The Project

The estimated number of volunteers who will provide project related services is _____ , for a total number of _____ full-time equivalents.

Projects are required to use volunteers in various capacities to implement the project. While volunteers often work part-time hours to fulfill volunteer commitments, increments of time add up to become full-time equivalents (FTE). An FTE is considered a full-time position, with work hours equivalent to 40 hours per week.

3. Implementation (Limit four (4) single-spaced pages)

This section addresses the applicant's ability to implement the project. This information must be provided in narrative form and be limited to the page number stated above.

Provide a narrative statement which addresses the following points:

- the history of operation and length of time in business;
- primary clinical focus and range of services;
- expertise treating children, including trauma related to child abuse and violence;
- methods and procedures for collecting and storing client data;
- procedures used to ensure confidentiality of records; and
- a procedure to verify: a criminal record check, possession of a valid California driver license and driver record; and proof of liability insurance.

To support the information contained in the Implementation section, provide the following documents, and include them in the proposal Appendix:

- a. An Organizational Chart, including the CTR project and identifying project staff positions by an asterisk (*);
- b. The CTR Program Agency Staffing Form;
- c. The CTR Program Coordination of Services Form;
- d. Two letters of reference, with at least one letter from a private or government funding source which monitors fiscal and programmatic compliance and currently funds the applicant agency. The other letter may be from a collaborating agency within the service area; and

- e. Job duty statements for each project funded position. Each duty statement should identify minimum qualifications for the position, including the required education level and credential(s), skills, duties to be performed and time base. Do not name a staff person who may already be identified to fill a project funded position, and do not include resumes for existing or anticipated staff.

G. SPECIFIC BUDGET INSTRUCTIONS

The maximum grant award amount available per project is \$104,405. Applicants should request the amount needed to operate a successful project, which may be equal to or less than the maximum funding level, depending on individual applicant needs. The budget must support the costs required to achieve the objectives and activities and be used strictly for direct service costs.

1. Project Match

A match is required to receive funding. Refer to the General Instructions to determine how to calculate the match requirement. The VOCA match calculation is based on the “Total Project Cost” method. Identify in-kind match amounts in the budget through line item detail and in a manner which stands out, so the in-kind match is clearly identifiable (**bold** or *italic* print).

2. Training

All applicants are required to send a minimum of one staff member to the Governor’s Victim Services Conference to be held in Sacramento, California from April 6 - 9, 1998. The registration fee for the Governor’s Victim Services Conference will be \$200.

Additionally, a two-day Project Directors’ meeting will be held for orientation and program overview in the first few months of project implementation.

Applicants must budget for conference and meeting expenses under the Operating Expenses category of the budget, including travel and per diem.

Private, nonprofit organizations must use either the state travel policy or one that is more restrictive. Units of government may use their own written travel policy or the state policy. Refer to the General Instructions for information regarding the state travel policy.

3. Emergency Funds

Applicants may budget up to five percent of the total project cost for victim-related emergencies. If emergency funds are budgeted, applicants should complete and submit the Emergency Fund Procedures form provided with the Grant Award Forms Package.

H. PROPOSAL APPENDIX

The Appendix provides additional information required by OCJP to support components of the grant application.

Refer to the Proposal Checklist and Required Sequence Form at the beginning of these Programmatic Instructions for a list of documents required in the Appendix. The Proposal

Checklist and Required Sequence Form must be included in the Appendix with the appropriate boxes checked indicating the match category and the applicant's prior funding status.

Do not provide additional information that is not requested as part of the Appendix.

CTR Program Coordination of Services Form

| <u>Existing Interagency Coordination</u> (list agencies below) | Purpose/function of Coordination (identify working relationships/roles) | Written OA/MOU? (Yes/No) |
|--|---|--|
| | | |

Do not provide copies of Operational Agreements (OA) or Memorandums of Understanding (MOU) for each participating agency. **Note: Although VOCA funds cannot be used to support coordination activities, projects must be involved in such activities in order to be eligible to receive VOCA funds.**

If another page is needed, duplicate this copy back-to-back and continue using the format provided.

CTR Program Agency Staffing Form

| Position Title (List by title, <u>not</u> by name of employee) | Hours/ Week | License/Credenti al (Specify type) | Bilingual (ID Language) |
|--|------------------------|--|-----------------------------------|
| | | | |

Identify all agency staff positions whether paid or not (example: interns earning hours for licensing who are not paid but are considered a staff member) . Use an asterisk (*), to identify projected VOCA funded staff positions. Do not include duties which are filled by a volunteer versus a staff member on this form.

**OFFICE OF CRIMINAL JUSTICE PLANNING PROGRAM
RATING FORM: 1997/98**

| | | |
|-------------------|----|----|
| Control #: | | |
| Rater #: | | |
| APPLICANT: | | |
| FUNDS REQUESTED: | | |
| PREFERENCE POINTS | 2% | 5% |

| CATEGORY | TOTAL POINTS POSSIBLE |
|----------------------|-----------------------------|
| 1. PROBLEM STATEMENT | 24 |
| 2. PLAN | 96 |
| 3. IMPLEMENTATION | 52 |
| 4. BUDGET | 24 |
| | TOTAL 196 |

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

| | I | II | III | IV | V |
|--|---|----|-----|----|---|
| 1. PROBLEM STATEMENT (Limit four (4) single-spaced pages) | | | | | |
| Maximum points: 24 | | | | | |
| a. How well does the problem statement describe the geographic size and location, population size, socio-economic conditions, ethnic diversity and languages spoken in the service area? | 0 | 2 | 4 | 6 | 8 |
| b. How well does the problem statement describe the specific issue or range of issues treatment efforts will focus upon? | 0 | 2 | 4 | 6 | 8 |
| c. How well does the problem statement describe the prevalence of trauma due to child abuse and violence in the service area? | 0 | 2 | 4 | 6 | 8 |
| 2. PLAN (Limit four (4) single-spaced pages) | | | | | |
| Maximum points: 96 | | | | | |
| a. How well does the provision of services (identifying clients, performing intake and biopsychosocial- cultural assessments and psychological evaluations) offer a comprehensive approach to serving clients? | 0 | 2 | 4 | 6 | 8 |
| b. How well does the proposed treatment planning and modalities, duration and frequency of services, termination process and follow-up services respond to client needs? | 0 | 2 | 4 | 6 | 8 |
| c. How appropriate are the roles and duties of project staff in responding to clients? | 0 | 2 | 4 | 6 | 8 |
| d. Does the level of proposed supervision for staff and volunteers seem adequate to ensure quality services? | 0 | 2 | 4 | 6 | 8 |
| e. Does the level of proposed training meet the VOCA funding requirements? | 0 | 2 | 4 | 6 | 8 |
| f. Is additional training proposed for project staff and volunteers to increase expertise in working with children? | 0 | 2 | 4 | 6 | 8 |
| MANDATED OBJECTIVES AND ACTIVITIES (Limit four (4) single-spaced pages) | | | | | |
| g. Are mandated objectives and activities included and do they address the needs discussed in the Problem Statement and Plan? | 0 | 2 | 4 | 6 | 8 |

| | I | II | III | IV | V |
|--|----------|-----------|------------|-----------|----------|
| h. As identified in the objectives, is the estimated number of clients to be served reasonable? | 0 | 2 | 4 | 6 | 8 |
| i. Are the objectives and activities realistic and achievable within the first year of the project? | 0 | 2 | 4 | 6 | 8 |
| j. Are the project staff responsibilities appropriate to achieve the objectives? | 0 | 2 | 4 | 6 | 8 |
| k. Are the proposed activities appropriate to achieve the objectives? | 0 | 2 | 4 | 6 | 8 |
| l. Are source documents identified appropriate to measure results and demonstrate success? | 0 | 2 | 4 | 6 | 8 |
| 3. IMPLEMENTATION (Limit four (4) single-spaced pages) Maximum points: <u>52</u> | | | | | |
| a. How well does the applicant describe the agency's history of operation, length of time in business, primary clinical focus and range of services? | 0 | 2 | 4 | 6 | 8 |
| b. How well does the applicant demonstrate expertise treating children, including trauma related to child abuse and violence? | 0 | 2 | 4 | 6 | 8 |
| c. Are the methods and procedures for collecting and storing client data and ensuring confidentiality of records sufficient? | 0 | 2 | 4 | 6 | 8 |
| d. Does the applicant have a procedure to verify: criminal record check; valid California driver's license and driver record and proof of liability insurance? | 0 | 2 | 4 | 6 | 8 |
| e. Does the Organizational Chart clearly identify the CTR project and project staff positions? | 0 | 1 | 2 | 3 | 4 |
| f. Does the Agency Staffing Form indicate that sufficient personnel resources exist to implement the project? | 0 | 1 | 2 | 3 | 4 |
| g. Does the Coordination of Services Form indicate that sufficient interagency cooperation exists to implement the project? | 0 | 1 | 2 | 3 | 4 |
| h. Do the letters of reference support a record of effective services? | 0 | 1 | 2 | 3 | 4 |
| i. Do the job duty statements reflect that the minimum qualifications, education, credentials and skills will be | 0 | 1 | 2 | 3 | 4 |

required for each project funded position?

I II III IV V

4. BUDGET (including budget narrative)

Maximum points: 24

| | | | | | |
|---|---|---|---|---|---|
| a. How well does the budget support the proposed Plan, objectives and activities? | 0 | 2 | 4 | 6 | 8 |
| b. How well do the duties, required qualifications, and time commitment of project-funded staff support the proposed Plan, objectives and activities? | 0 | 2 | 4 | 6 | 8 |
| c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities? | 0 | 2 | 4 | 6 | 8 |